

## Job Description: ICT Technician

**Title:** ICT Technician

**Salary Grade:** Band E

**Contract Type:** 37 hours per week (Term time only, or full year by agreement)

**Responsible to:** IT Manager

**General Description:**

- To assist with the day to day running of all aspects of the school's IT capacity and provision.
- To work closely with the IT Manager to help further development of that provision.
- To assist with the effective maintenance and application of the school's Virtual Learning Environment, Internet / Intranet websites and communications.
- To provide ICT Technician support to designated partner primary schools as required.

### Summary of Key Tasks:

1.	Responsibilities/Key Tasks
1.1	To help maintain the school's virtual learning environment, internet/intranet provision and websites.
1.2	To support the admin team, under the direction of the IT Manager, to deliver effective communication from the school via electronic forms such as SchoolComms systems and social media presence.
1.3	To assist the IT Manager with the efficient and effective maintenance of the iPad for Learning Scheme across the school.
1.4	To assist the IT Manager with the maintenance and day to day running of the hardware infrastructure – including installation, upgrades, troubleshooting and backup strategies to ensure equipment is fit for purpose and used to best effect.
1.5	To feedback staff requirements to assist the IT Manager in planning for the development of the hardware/ software infrastructure.
1.6	To develop and take part in proactive maintenance schedules to maximise effectiveness of ICT equipment
1.7	To assist with the installation of software and the maintenance of appropriate access permissions for staff and students.
1.8	To assist the IT Manager in ensuring correct licensing and copyright associated with all computer usage in school.
1.9	To assist staff on ICT matters, as required and as appropriate, referring issues to the IT Manager were necessary
1.10	To assist the IT Manager in the updating and maintenance of the school's asset management register.
1.11	To be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
1.12	To be aware of and comply with policies and procedures relating equal to opportunities, health and safety, security, confidentiality and data protection.
1.13	To attend relevant briefings and school meetings as required.

<b>2.</b>	<b>Aptitudes</b>
2.1	Communicate effectively with staff, students, parents and outside organisations.
2.2	Work effectively under pressure.
2.3	Organise and develop effective systems.
2.4	Be supportive of an effective safeguarding culture within the school.
2.5	Relate well to young people.
2.6	Engender trust and respect from students and colleagues.
2.7	Prioritise and plan to ensure completion of tasks.
2.8	Take initiative and work independently.
2.9	Take responsibility for personal CPD needs.
2.10	Work well as part of a team.
2.11	Evaluate achievements and deliver improvement.
<b>3.</b>	<b>Skills</b>
3.1	Excellent IT skills.
3.2	Negotiation skills.
3.3	Time planning.
3.4	Problem solving.
<b>4.</b>	<b>Characteristics</b>
4.1	Excellent attendance record.
4.2	Sense of humour.
4.3	Committed to achieving success.
4.4	Willingness to be flexible and work to meet the best interests of the school.
4.5	Self-motivated.
4.6	Team worker.

Job Description Prepared By: Rob Williams and Alex Goodyear

Date: July 2019

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: